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Ms. Reports

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

May 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	79	981	
2. RECORDS ACCESSIONED	1,333	9,682	45,182
3. RECORDS DISPOSED OF AT CENTER	30	2,156	5,104
4. RECORDS TRANSFERRED FROM CENTER	344	1,174	8,982
5. RECORDS HOLDINGS	31,096		
6. DISTRIBUTION MATERIAL RECEIVED	824	3,944	25,756
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	84	931	6,726
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	36	595	4,316
9. DISTRIBUTION MATERIAL HOLDINGS	*14,846		
10. TOTAL HOLDINGS	45,942		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	2,214	16,766	70,788
12. INFORMATIONAL REQUESTS	168	2,442	7,638
13. INFORMATION REPORTS	194	1,600	
14. INTELLIGENCE REPORTS	6,099	56,866	
15. ADMINISTRATIVE ISSUANCES	378	8,611	
16. TOTAL	9,053	86,285	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	241,351	668,327	
B. RETURNS	3,309	37,359	
18. ADMINISTRATIVE ISSUANCES	1,818	12,466	
19. TOTAL	246,478	718,152	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	540	6,090	
21. PHOTOCOPY	106	876	
22. DITTO	69	478	
23. TOTAL	715	7,444	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	45,942	
26. COMMITTED	6,214	
27. AVAILABLE	19,904	